

ELW AREA SHEET METAL JAC FACT SHEET

WORK DESCRIPTION

Sheet metal workers make, install, and maintain air-conditioning, heating, ventilation, and pollution control duct systems; roofs; siding; rain gutters; downspouts; skylights; restaurant equipment; outdoor signs; and many other products made with metal sheets. They also may work with fiberglass and plastic materials. Although some workers specialize in fabrication, installation, or maintenance, most do all three jobs.

WORKING CONDITIONS

Sheet metal workers who fabricate sheet metal products work in shops that are well-lighted and well-ventilated. However, they stand for long periods and lift heavy materials and finished pieces. Those performing installation work do considerable bending, lifting, standing, climbing, and squatting, sometimes in close quarters or in awkward positions. Although duct systems and kitchen equipment are installed indoors, the installation of siding, roofs, and gutters involves much outdoor work, requiring sheet metal workers to work in various kinds of weather.

APPLICATION REQUIREMENTS

- Applicants must be at least 17 years of age
- High school diploma or equivalent
- Physically able to perform trade
- Meet required norms on aptitude test
- Valid driver's license

APPRENTICESHIP TRAINING

- 5-year training program.
- 8,440 hours of on-the-job learning.
- 560 hours of classroom training at the Sheet Metal Training Center during working hours. The apprentice is responsible for payment of the tuition and books. The employer will pay the apprentice wage while in class.
- 275 hours of unpaid related instruction. These classes are attended at night and on the apprentice's own time.
- Wages are specified on the apprentice contract. Wages begin at 50% of the journeyworker rate. Apprentices attend JAC meeting to request advancement to the next wage period when all criteria for advancement has been met.

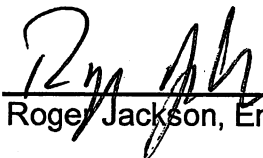
OTHER APPRENTICE REQUIREMENTS:

- Work records. Apprentices submit monthly work records documenting the on-the-job training online by the 15th of the month. Failure to submit timely work records may delay advancement to next pay progression.
- Change of employment. Apprentices must obtain approval of all changes in employment to the JAC office. Unauthorized transfers are not permitted.
- Reviews: Apprentices are required to meet with the JAC annually as scheduled and to complete all review forms as provided by the JAC and the BAS.
- Contact the JAC with any questions or problems at (715) 498-1615 or elw.training.center@gmail.com

**ELW AREA SHEET METAL
JOINT APPRENTICESHIP COMMITTEE**

EQUAL EMPLOYMENT OPPORTUNITY PLEDGE

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States, or this state. The sponsor will take affirmative action to provide equal employment opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and the Equal Opportunity Regulations of the State of Wisconsin.



Roger Jackson, Employee Representative

7-21-2015

Date



Tony Welke, Employer Representative

7/21/15

Date

Department of Workforce Development
Division of Employment and Training
Bureau of Apprenticeship Standards
P.O. Box 7972
Madison, WI 53707

Non-Discrimination Pledge

Date: July 21st 2015
ELW AREA SHEET METAL JAC

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this state.

The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, the Wisconsin Fair Employment Law, and all other applicable state laws.



Roger Jackson, Employee Chair

7-21-~~2014~~ 2015 RJ

date



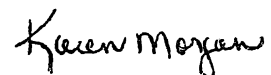
Tony Welke, Employer Chair

7/21/15

date

APPROVED
APPRENTICESHIP BUREAU

AUG 3 2015



SECTION I: MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

A. Age

1. Apprentices must be not less than 17 years old.

B. Education

1. A high school diploma or equivalent is required. Applicants must provide an official transcript or diploma documentation.
2. Applicants requesting credit for related post high school education must provide an official transcript. Applicants must submit a DD-214 to verify military training/experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

1. Applicants must be physically capable of performing the essential functions of the program, with or without a reasonable accommodation, and without posing a direct threat to health and safety of the individual or others.

D. Transportation

1. Apprentices must have a valid driver's license.

E. Testing

1. Applicants must take the Accuplacer tests at their local Wisconsin Technical College and receive a minimum score of Reading Comprehension - 66, Arithmetic - 66, and Elementary Algebra -33.
2. Applicants receiving less the minimum scores are directed to contact the local technical college adult learning center for remedial training before retesting.
3. It is the applicant's responsibility to obtain an official record of the testing results from the College and have it forwarded to the JAC office.

SECTION II: APPLICATION AVAILABILITY AND PROCEDURE

- A. Application forms are available year round at ELW Area Sheet Metal Joint Apprenticeship Committee office at 650 Tower Dr. Cadott, WI 54727 (715) 498-1615. Applications will be mailed upon request.
- B. All applications are identical in form and requirements. The Program Fact Sheet is attached to all application forms.

APPROVED
APPRENTICESHIP BUREAU

AUG 3 2015

Karen Moxon

SECTION III: SELECTION PROCEDURES:

- A. The number of new apprentices to be selected, at any time, will be determined by industry needs.
- B. Applicants must take the Accuplacer tests at their local Wisconsin Technical College and receive a minimum score of Reading Comprehension - 66, Arithmetic - 66, and Elementary Algebra -33.
- C. Applicants must submit the following documents to the JAC office:
 - 1. Completed application form
 - 2. Accuplacer scores.
 - 3. Proof of high school graduation or the equivalent.
 - 4. Valid driver's license.
- D. Applicants meeting the minimum requirements will be sent the following documents.
 - 1. A letter stating eligibility to be hired as an apprentice.
 - 2. A list of participating contractors.
- E. After receipt of the letter of introduction, applicants must find employment with a qualified employer. The hiring employer will contact the Joint Apprenticeship Committee to request registration of the apprentice contract.
- F. Employers must submit an employer application to the JAC requesting registration of a qualified applicant.
- G. Upon approval of the employer application, the JAC will forward a copy of the documents listed in C. and the employer application to Chippewa Valley Technical College.
- H. Chippewa Valley Technical College will enroll the apprentice in related instruction and will forward a copy of the documents listed above in C. and the employer application to the BAS ATR.
- I. New employers will be required to attend an orientation at a JAC meeting.
- J. All apprentices will be registered at the first JAC meeting following the approval of the employer's request.
- K. The letter of introduction is valid for two years. Upon expiration, the applicant must contact the JAC office to obtain an additional letter with extended time.
- L. It is the applicant's responsibility to update the JAC office of any contact information changes.

SECTION IV: COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with BAS.
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the JAC involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the Sponsor to review such complaints, any referral of such complaint by the complainant to BAS must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by BAS for good cause shown.
- D. Complaints of discrimination in the apprenticeship program may be filed and processed under DWD 296 and the procedures as set forth above.
- E. The JAC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

Department of Workforce Development
Division of Employment and Training
Bureau of Apprenticeship Standards
PO Box 7972, Madison WI 54707

ELW Area Sheet Metal
Joint Apprenticeship Committee
650 Tower Dr, Cadott WI 54727
(715) 498-1615

ELW AREA SHEET METAL JAC APPRENTICE APPLICATION

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)]. The provision of your social security number is mandatory under Wisconsin Statutes. Your social security number will be used for identification purposes. If you do not provide your social security number, your application will be denied.

Trade Name		Social Security Number		Date
Name (First)		Middle	Last	
Street Address or P.O. Box		City	State	Zip Code+4
Telephone Number ()	Cell Phone Number ()	E-Mail Address		Birth Date

EDUCATION AND TRAINING BACKGROUND:

Circle the highest school year completed. For example: If you graduated from high school, circle 12. If you have a two-year associate degree, circle 14.

8 9 10 11 12 13 14 15 16 GED HSED

Previous **Related** School (Military/Correspondence/Night School/Trade School, etc.):

Prospective Employer Name: _____ Start Date: _____

Previous Trade **Related** Employment (Including Military)

Company	City	Months	Trade
_____	_____	_____	_____
_____	_____	_____	_____

Military Veteran? ☐ Yes ☐ No ☐ Not Sure

If you are a veteran, please contact your county Veteran's Service Office for benefit assistance.

Return this completed application packet to: ELW Area Sheet Metal JAC
650 Tower Rd.
Cadott, WI 54727

Applicants must submit all of the following to the ELW Area Sheet Metal JAC:

- 1) Completed application form
- 2) Valid driver's license
- 3) ACCUPLACER scores.
- 4) Proof of high school graduation or equivalent and transcripts

Apprenticeship Application EEOC Supplemental Information

Name _____

Social Security Number _____

The Apprenticeship Sponsor is committed to equal opportunity for all applicants. The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this state. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, the Wisconsin Fair Employment Law, and all other applicable state laws.

---- Please Complete the Following ----

The information provided below is simply for Equal Employment Opportunity Commission (EEOC) purposes. This information will assist us in our efforts to provide accurate information in compliance with EEOC regulations and requirements.

<p>Race: (CHECK ALL THAT APPLY)</p> <p><input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Hawaiian/Pacific Islander</p>	<p>Ethnic Group: (CHECK ONE)</p> <p><input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Origin Hispanic or Latino</p> <hr/> <p>Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p>
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This form will not become part of your Personnel file. It will be maintained in a separate file, used only for EEOC and Affirmative Action reporting purposes.

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ELW AREA SHEET METAL JAC EMPLOYER APPLICATION

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

UI Number (required)	FEIN	Date			
Name of Firm		Contact/Title			
Physical Address	City	County	State	Zip Code	
Mailing Address (if different)	City	County	State	Zip Code	
Telephone Number ()	Fax No. ()				
Email	Cell Phone ()				

Product or Service: _____

Year Business Started: _____ Trained Apprentices Before? ☐ Yes ☐ No

Trade apprentice will be trained in? ☐ Sheet Metal Worker ☐ Environment Service Technician

Are the skilled workers/journey workers in the trade covered by a collective bargaining agreement? ☐ Yes ☐ No

If yes, list union name and number: _____

Are the apprentices covered by this agreement? ☐ Yes ☐ No

What area is the business located in:

☐ **Cadott** – Ashland, Barron, Bayfield, Buffalo, Burnett, Chippewa, Clark, Douglas, Dunn, Eau Claire, Iron, Jackson, Pepin, Pierce, Polk, Rusk, St. Croix, Washburn

☐ **La Crosse** – Crawford, Grant, Juneau, Monroe, Richland, Trempealeau, Vernon

☐ **Wausau** – Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, Wood

Number of skilled workers/journey workers in this trade: _____

Present skilled/journey worker base skilled wage rate per hour for this trade: \$ _____ per hour

Applicant Name	Date Training Will Start
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If the applicant has had previous related school or work experience, how many credit hours are being requested for this applicant?

Work: _____ School: _____

Please return to:

ELW Area Sheet Metal JAC
650 Tower Rd.
Cadott, WI 54727

Department of Workforce Development
Division of Employment and Training
Bureau of Apprenticeship Standards
PO Box 7972, Madison WI 54707

ELW Area Sheet Metal
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650 Tower Dr, Cadott WI 54727
(715) 498-1615

NAMES OF SKILLED WORKERS AND APPRENTICES NOW EMPLOYED

Name	Date Employed or Indentured	License Number (if applicable)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Any misrepresentation contained herein shall be grounds for denial of your request for an apprentice.

Firm Name

Signature

Date Signed

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Joint Apprenticeship Committee
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Letter of Introduction of Qualified Sheet Metal Apprentice Applicant

Date of Issuance: _____

Date of Expiration: _____

Representing the Wisconsin Counties of Ashland, Barron, Bayfield, Buffalo, Burnett, Chippewa, Clark, Crawford, Douglas, Dunn, Eau Claire, Grant, Iron, Jackson, Juneau, La Crosse, Langlade, Lincoln, Marathon, Monroe, Oneida, Pepin, Pierce, Polk, Portage, Richland, Rusk, St. Croix, Trempealeau, Vernon, Vilas, Washburn, Wood.

The bearer of this letter, _____
has met all the qualifications and has been accepted by the ELW Area Sheet Metal
Joint Apprenticeship Committee as a qualified applicant.

Should you be interested in employing this person as an apprentice,
please contact the Committee at (715) 498-1615.

Both employer and applicant may be required to meet with the Committee
prior to final approval and placement of this applicant in the apprenticeship program.

Sincerely,

Chair,
ELW Area Sheet Metal JAC

cc: JAC files

Department of Workforce Development
Division of Employment and Training
Bureau of Apprenticeship Standards
Box 7972, Madison WI 53707

ELW Area Sheet Metal
Joint Apprenticeship Committee
650 Tower Dr, Cadott WI 54727
(715) 498-1615

Notification of failure to meet minimum requirements

Apprentice Applicant
ELW Area Sheet Metal JAC

Reason: Did not meet minimum requirements

You are advised that you did not meet the minimum requirements established by the ELW Area Sheet Metal Joint Apprenticeship Committee for the following reason(s):

Age (minimum of 17 years).

Education (minimum of High School Diploma or equivalent).

Accuplacer Aptitude test scores (minimum: Reading Comprehension - 66, Arithmetic - 66, and Elementary Algebra - 33.)

No valid driver's license.

Improve or refresh your basic reading and math skills or obtain your GED/HSED,
Contact your local Technical College for information on Adult Basic Education classes and GED/HSED
Registration and testing.

You may reapply once you have met these criteria.

Sincerely,

ELW Area Sheet Metal Joint Apprenticeship Committee

JAC file